

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Nursery Supervisor (Seasonal)	<u>Revision Date:</u>	02/06
		<u>EEO Function:</u>	Parks & Rec
		<u>EEO Category:</u>	Paraprofessional
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	50926

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, organizes and supervises nursery program and participants.

III. Essential Duties

- Hires, supervises and trains Nursery Attendants.
- Complies with and supervises others to adhere to all Utah State requirements for Hourly Day Care Centers.
- Organizes nursery space, keeping toys and storage areas neat, clean and tidy.
- Schedules Nursery Attendants monthly.
- Monitors performance of Nursery Attendance.
- Plan, supervise and participate in nursery meeting/training as needed.
- Monitor the activities and environment of children left in the care of the Nursery ensuring a clean, healthful and safe environment.
- Wash children's hands each time they use the bathroom, come in from outside, or eat.
- Check diapers periodically.
- Check all nursery toys and supplies for safety on an ongoing basis.
- Book reservations, monitor fees paid and disseminate information.
- Monitor use of supplies and inventory. Recommend purchases.
- Report facility equipment problems to supervisor and Administration.
- Perform emergency drills as mandated by the State of Utah.
- Coordinate assigned program with other center programs to ensure teamwork and efficient operation of all activities.
- Assist and provide nursery attendant duties as needed or required
- Comply with all Center and City policies and procedures.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Experience: One year experience in infant care; one year experience in supervision of child care attendants; High School Diploma or equivalent required; must be 18 years of age or older. Background check and TB test required before working with children.

License/ Certifications: Must possess a valid Utah Driver's License.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Games, sports, arts and crafts, storytelling, music; English usage, spelling, and vocabulary;

CPR, First Aid, and Food Handlers certification required within 30 days of hire. Must also complete a minimum of 10 hours of training per calendar year.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees.

Communication Skills: Communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; contacts requiring tact and judgement to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; occasional use of a personal computer, and fax machine. Occasional use of city vehicle.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Generally comfortable working conditions; frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 25 lbs.; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any